

**TOWN OF ENFIELD, CONNECTICUT
REQUEST FOR PROPOSALS**

Energy Strategy & Opportunity Analysis

February 13, 2014

Sealed proposals for the project named above will be received at the office of the Director of Finance until 11:00am, Thursday, March 20, 2014. Thereafter, proposals will be opened in public and read aloud.

Specifications and proposal documents may be obtained from the Town Manager's Office at telephone number (860) 253-6350 or the Town's website, www.enfield-ct.gov.

The Town of Enfield reserves the right to accept or reject any, all, or any part of proposals, to waive formalities or informalities, and to make an award that is deemed to be in the best interests of the Town.

A.Lynn Nenni, Director of Finance
EOE/AA

**TOWN OF ENFIELD, CONNECTICUT
STANDARD INSTRUCTIONS**

Energy Strategy & Opportunity Analysis

February 13, 2014

1. INTRODUCTION

The Town of Enfield is soliciting proposals for the above named project. If there are any conflicts between the instructions in these Standard Instructions and any other proposal document(s), these Standard Instructions shall prevail.

2. KEY EVENT DATES

Advertisement of Request for Proposals	<u>February 13, 2014</u>
Public Proposal Opening	Thursday, March 20, 2014, 11:00 am,
Proposal Awarded (Not Definite)	<u>April 1, 2014</u>
Commencement of Work	Immediately upon execution of the contract with the successful vendor
Completion Date	<u>May, 30, 2014</u>

3. OBTAINING PROPOSAL DOCUMENTS

Specifications and proposal documents may be obtained from Derrik M. Kennedy, Assistant Town Manager at telephone number (860) 253-6350 or from the Town's website, www.enfield-ct.gov.

4. PROPOSAL SUBMISSION INSTRUCTIONS

- A. One (1) original and two (2) copies of all proposals must be submitted in a sealed envelope clearly marked "Energy Strategy & Opportunity Analysis_". If forwarded by mail or courier, the sealed envelope must be addressed to "Director of Finance, Town of Enfield, 820 Enfield Street, Enfield, Connecticut 06082". Proposals must be at the office of the Director of Finance by the time of the Public Proposal Opening date noticed in Section 2 titled Key Event Dates. Postmarks are NOT an acceptable waiver of this policy. Corrections and/or modifications received after the first proposal is publicly opened will NOT be accepted.
- B. Ditto marks or words such as "SAME" on the Proposal Form are NOT considered writing and must not be used.
- C. All information must be submitted in ink or typewritten. Mistakes may be crossed out and corrections inserted. Corrections must be initialed by the person signing the proposal.
- D. Proposals are considered valid for ninety (90) days after proposal(s) are opened. Proposers may not withdraw, cancel or modify their proposal for a period of ninety (90) days after proposal(s) are opened.

E. Proposals must be signed by an authorized person representing the legal entity of the firm submitting the proposal.

F. The inability to meet any specified requirements(s) must be stated in writing and attached to the proposal form, or written on the proposal form.

5. COST OF PROPOSAL DOCUMENTS

If any part of the proposal documents, including the specifications and plans, are provided on paper 18" X 24" or larger, there is a one hundred (\$100) dollar conditional refundable deposit required for each set of documents. Each proposer may obtain no more than two (2) sets of documents. Upon returning the documents in good condition prior to ten (10) calendar days after the proposal is awarded, the deposit will be fully refunded. There will be no refund for documents returned subsequent to ten (10) calendar days after the proposal is awarded.

6. PRESUMPTION OF PROPOSER BEING FULLY INFORMED

At the time the first proposal is opened, each proposer is presumed to have read and be thoroughly familiar with all proposal and contract documents for this project. Failure or omission of the proposer to receive or examine any information shall in no way relieve any proposer from obligations with respect to their proposal.

7. INTERPRETATION OF ACCEPTABLE WORK

The specifications, proposal, and contract documents are to be interpreted as meaning those acceptable to the Town of Enfield. Any substantive changes or interpretations will be issued by the Town in writing as an addendum.

8. TAX EXEMPTIONS

The Town of Enfield is exempt from Federal Excise taxes and Connecticut Sales and Use taxes. Firms shall avail themselves of these exemptions.

9. INSURANCE

The firm awarded this proposal must provide a current Certificate of Insurance to the Director of Finance PRIOR to commencement of work, with the following requirements:

- A. General liability coverage limits for bodily injury, property damage, and personal injury, \$1,000,000 per occurrence/\$2,000,000 general aggregate. General Liability must include contractual liability, \$1,000,000 per occurrence.
- B. Auto liability limits for property damage and bodily injury caused by the operation of motor vehicles, \$1,000,000 per occurrence
- C. Professional liability Insurance, \$1,000,000 per claim/\$1,000,000 annual aggregate, when professional services are being provided
- D. Owner's, Contractors Protective Liability (OCP) \$1,000,000 per occurrence, when required by the Town of Enfield
- E. Worker's Compensation, as required by Connecticut State statute
- F. The "Town of Enfield" is to appear as an additional insured on all Certificates of Insurance for general liability and auto liability coverage.
- G. All insurance is to be provided by carriers authorized to issue such insurance in the State of Connecticut, and rated at least A-/VIII by A.M. Best. Exceptions are subject to the sole discretion of the Town of Enfield.

- H. All insurance may not be canceled or modified without thirty (30) days written notice by registered U.S. Mail to "Director of Finance, Town of Enfield, 820 Enfield Street, Enfield, Connecticut 06082".

10. PROPOSAL BOND

Firms submitting proposals are required to furnish a proposal surety at the time the first proposal is opened in the amount of ten (10) percent of the total amount of their proposal. The proposal surety should be in one of the following three (3) forms: (a) a bank certified check, (b) a bank check, or (c) a surety company bond. The surety company must be authorized to write such surety bonds in the State of Connecticut. Checks or bonds must be drawn to the order of "Director of Finance, Town of Enfield".

11. PERMITS

The Proposer is solely responsible for obtaining all required permits, obtaining all necessary inspections and approvals, and satisfying any and all fees. The Town will waive all Town of Enfield fees for building permits and inspections.

12. FAIR EMPLOYMENT PRACTICES

The Proposer agrees not to discriminate against any employee or applicant for employment in the performance of this proposal's work with respect to hire, tenure, terms, conditions, or privileges of employment due to race, sex, age, religion, national origin, or other condition proscribed by State or Federal law.

13. AWARDING THE PROPOSAL

The Town of Enfield reserves the right to accept or reject, any, all, or any part of proposals, to waive formalities or informalities, and to make an award that is deemed to be in the best interests of the Town.

It is the Town's policy to not award to those who owe Town of Enfield prior year(s) property taxes.

The "Proposal Awarded" date in section 2. titled Key Event Dates is the date the proposal is anticipated to be awarded. It is not a date certain.

The lowest priced proposal is NOT the sole determining factor when awarding this proposal.

14. STANDARD FORM OF CONTRACTUAL AGREEMENT

The Town of Enfield intends to enter into a contract with the successful vendor. The contract will include and incorporate the provisions of this Request for Proposals, including the Standard Instructions and the Specifications, and the Proposal submitted by the successful vendor. In the event of any conflict between the Request for Proposals and the successful vendor's Proposal, the Request for Proposals shall prevail.

END OF STANDARD INSTRUCTIONS

TOWN OF ENFIELD, CONNECTICUT
Energy Strategy & Opportunity Analysis

Specifications

Town of Enfield: Energy Strategy & Opportunity Analysis

The scope of services for the Town of Enfield includes the creation of a Comprehensive Energy Plan and an Opportunity Analysis thereof. The Town's Comprehensive Energy Plan should identify opportunities for energy use mitigation through improved facility and vehicular efficiencies, to increase the use of clean and renewable energy sources to assist in energy generation for municipal facilities and use for Microgrid power, and strategies to foster a culture of conservation. The opportunity analysis would analyze each recommendation from the Plan and identify the most cost effective options for the Town to implement. The scope of the project is not to exceed \$15,000.

Submissions should include the following information:

- a) A detailed work plan to perform the scope of service including specific tasks to be performed, project timeline and milestones, the identification of key personnel to be involved in completing the specific tasks and what is expected of Town resources in completing the detailed work plan.
- b) An estimate of the cost to complete the detailed work plan.
- c) Additional information or documentation that may be useful and applicable to this project.

**TOWN OF ENFIELD, CONNECTICUT
PROPOSAL FORM**

Energy Strategy & Opportunity Analysis

[PROPOSAL FORM REQUIRED RESPONSES]

Under penalty of perjury and other remedies available to the Town of Enfield, the undersigned certifies this proposal is submitted without collusion and all responses are true and accurate. If awarded this proposal it is agreed this forms a contractual obligation to provide services at fees specified in this Proposal Form, subject to and in accordance with all instructions, proposal and contract documents, including any addenda, which are all made part of this proposal.

Signature of Authorized Person

Date

Printed Name of Authorized Person

Company Title of Authorized Person

Name of Company

Address of Company

Address of Company

City, State, and Zip Code

Telephone Number

Facsimile Number

END OF PROPOSAL FORM

SAMPLE

AGREEMENT BY AND BETWEEN

THE TOWN OF ENFIELD AND _____

ENERGY STRATEGY AND OPPORTUNITY ANALYSIS

This Agreement is made this _____ day of _____, 2014 by and between the Town of Enfield, a municipal corporation organized and existing under the laws of the State of Connecticut, with a principal office at 820 Enfield Street, Enfield, Connecticut 06082 (hereinafter referred to as the "Town") and _____, a Connecticut (corporation/limited liability company/partnership) located at _____, _____, Connecticut 06____ (hereinafter referred to as "Vendor").

The Town and Vendor enter into this Agreement whereby the Vendor shall provide to the Town an Energy Strategy and Opportunity Analysis.

The term of this Agreement shall commence on the date set forth above and shall continue for the period set forth in the Request for Proposals referenced below.

The terms and conditions of this Agreement are set forth in the following documents that are attached and made a part hereto and are incorporated by reference:

1. Request for Proposals entitled "Energy Strategy & Opportunity Analysis";
2. Standard Instructions entitled "Energy Strategy & Opportunity Analysis";
3. Specifications entitled "Energy Strategy & Opportunity Analysis" and
4. Proposal entitled "Energy Strategy & Opportunity Analysis".

This Agreement cannot be altered, modified, amended or revised except by an instrument in writing signed by the Town and Vendor.

This Agreement shall be governed by the law of the State of Connecticut.

Vendor Name

Town of Enfield

By:_____

By:_____

Matthew W. Coppler
Town Manager